

HOW TO SUBMIT A FOIA REQUEST

Anyone can request copies of records. The best way to do this is as follows:

1. Request what records you want, must be clear, concise, and specific - for example, requests for copies of emails with "a topic or subject" (award for So and So) for the time period 2017-present; or copies of emails between Mr. A and SFC G with a specific topic and/or a specified time period, or a copy of a specific 15-6 investigation.
2. Make the request on plain paper or from a personal email address. Cannot use government equipment/supplies to make a request.
3. Request must include a willingness to pay statement that exceeds \$25.00.
4. Specify how you want the records - through email, paper copies, or on CD/DVD.
5. If you are requesting records on a specific individual that is not you, you must obtain written authorization that is notarized from that individual.
6. If you are requesting Army Reserve records, send your request to the FOIA Mailbox (usarmy.usarc.usarc-hq.mbx.foia@mail.mil). SSG Adams is our FOIA/PA Officer and you will get a response from him using that mailbox.
7. Requestors must provide name, mailing address, phone number, and email address in order to receive acknowledgement letters and/or emails. A phone number is helpful in the event we need more clarification on a request.